

JAPAN-U.S. FRIENDSHIP COMMISSION

INSTITUTIONAL GRANT APPLICATION

Applications are due on July 1 of each year. If July 1 happens to fall on the weekend, applications would be due in the JUSFC offices by 5:00 p.m. on the following Monday.

Applications are only accepted only once a year. This is ****not**** a rolling deadline.

Please submit 25 copies, double-sided, three-hole punched and unbound to:

The Japan-U.S. Friendship Commission
1201 15th Street, NW Suite 330
Washington, DC 20005
grants[at]jusfc[dot]gov

In addition to mailing the hard copy application, please also email a copy of the entire narrative proposal in MSWord or pdf form along with the budget, budget notes and any back-up materials to grants[at]jusfc[dot]gov

For arts, film or other proposals that may require visuals, please include a link to any relevant media that you may want to include. Please include any passwords, as appropriate.

Date: _____

Name of Submitting Institution: _____

Project Title: _____

Requested Grant Amount: _____

Proposed Time Frame of Project: _____
(include date grant funds are needed)

Name of the Project Director: _____

Complete Contact Information of the Project Director: _____

Congressional District of the Institution: _____

Congressional District where the project will take place. If in Japan, please indicate the prefecture: _____

Current Institutional DUNS Number: _____

The DUNS number must be updated annually at registered at
number must be updated yearly and registered at <https://www.sam.gov>

For more information about the DUNS number, please visit:
https://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf

Project Objective: (one paragraph)

Project Impact: (one paragraph)

Project Description: Please attach a maximum of four single-spaced, typed pages.

Please include:

- A full discussion of the impact the project will have on its field.
- Names and relevant experience of all personnel associated with the project.
- Please attach relevant curricula vitae, not to exceed two pages each.

- Project Budget:
 - Please attach a maximum of two pages. Indicate all categories of expenditure, showing line items and total of projected expenses. In addition to the funding requested from the JUSFC, please indicate how all other sources of in-hand or projected income will be used.
 - JUSFC allows a maximum of fifteen (15) percent in Indirect Costs or Overhead Expenses on the direct costs, where warranted. If either is requested, please provide a justification for the request. Failure to do so will result in these costs not being considered for funding.
 - Summary of budget, including list of participating organizations and indication of in-hand or potential support from these and other sources. It is important to indicate potential partnerships.

I, _____, hereby certify under penalty of perjury (insert name of appropriate official from submitting institution) that the applicant is not in a delinquent or defaulted status to any Federal agency or program.

SIGNATURE:
